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## **CLIENT REGISTRATION FORM**

Please complete in block letters and tick where applicable

### **1. Promoter's Details**

Title: ..... Surname: .....

Name(s): .....

Date of birth:..... Identity Number: .....

Nationality: .....

Telephone Number: ..... Cellphone Number: .....

Postal Address: .....

E-mail Address: .....

### **2. Business Details**

Registered  Unregistered  New  Existing

#### **Industry**

Agriculture  Agro processing  Manufacturing  Services

Energy  Tourism  ICT  Infrastructure

Transport  Mining  Other  (Specify.....)

#### **Sector**

Animal Farming  Crop Farming  Food Processing  Solar Energy

Waste Management     Recycling     Education     Financial Services   
 Arts/Crafts     Forestry     Other  (Specify.....)

Description of business.....  
 .....  
 .....  
 .....

Location.....      Number of employees: .....

Finance required:      Loan:     Amount.....  
    Equity:     Amount.....

Collateral: .....

**3. Available Documents (Lending Requirements)**

- Application letter
- Company resolution to borrow (on company letter)
- Business Plan
- Certificate of Incorporation
- Memorandum and Articles of Association
- Form J
- Form C (if applicable)
- Trading License
- Tax Clearance
- Company proof of residence (utility bill not older than 3 months / lease agreement)
- Directors' ID copies

- Directors' Personal Balance Sheets
- Directors CVs
- Foreign Directors' Work permits (if applicable)
- Audited Financial Statements (for last two years - existing business)
- Latest Management Accounts
- Debtors and Creditors Aged Analysis
- Cash flow Projections (Monthly for first year, annually for loan period)
- Bank statements for last 3 months
- Pro Forma Financial Statements (new business)
- Key Personnel CVs
- Quotations (not older than 3 months)
- Insurance Quotations
- Supplier(s) agreements
- Proof of Collateral (e.g. Property valuation, Directors' contribution) (if applicable)

**4. Declaration**

I declare that the information in this application form is complete and true and that I have not withheld no information whatsoever that may tend in any way to increase the Corporation's risk or influence their decision regarding this application and I further undertake to exercise all reasonable precautions for the safety of the business plan proposed.

Date.....

Signature: .....